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25X1A

[redacted]
1 August 1969

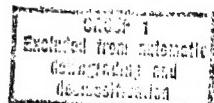
MEMORANDUM FOR : All CS Historical Officers

SUBJECT : Transfer of Responsibility for Bound
Historical Papers

1. Several recent incidents involving some laxity in the handling of and accounting for bound historical papers have made us believe that some more formalized method of transfer of these papers from a custodian to his successor should be an essential part of our procedure. Effective this date, the procedure will be as follows:

- A. The Executive Secretary's office will send two copies of the component's current catalog of completed histories to the component custodian, who may or may not be the Historical Officer.
- B. The incoming and outgoing custodian will make a physical inventory of completed histories which must tally with the catalog.
- C. This statement will be typed directly below the last entry on the catalog and

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signed by both officers:

"The above histories have been transferred from John Doe to Henry Doe on _____."
(Date)

John Doe
(Signed)

Henry Doe
(Signed)

- D. One copy of the signed and dated catalog will be returned to the Executive Secretary's office and the other filed by the new custodian.
2. This procedure, if followed, should eliminate the chance of a custodian's being held accountable for a history never actually in his possession.
3. To initiate this procedure, please date, sign, and return the attached catalog for your component.

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Executive Secretary
CS Historical Board

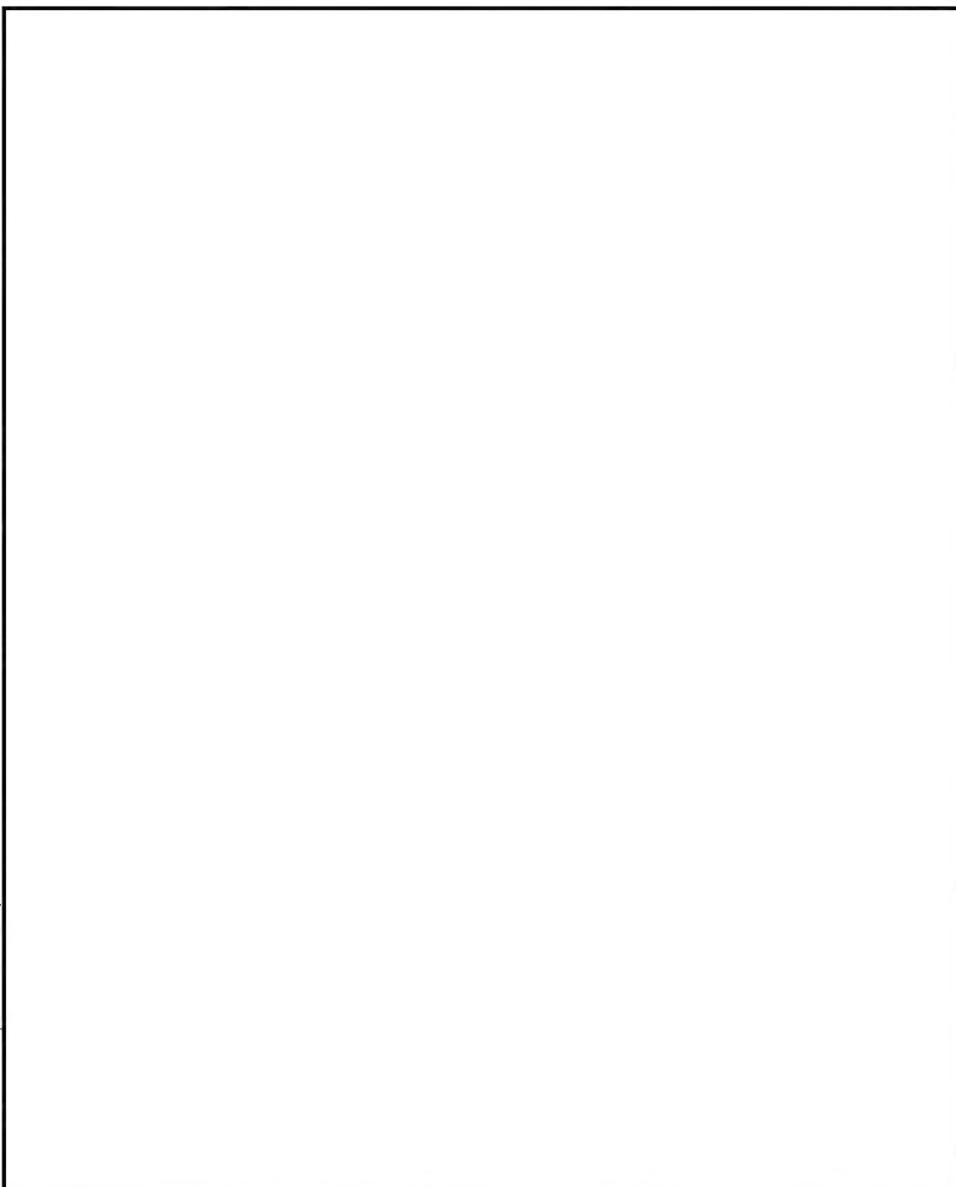
Attachment: Component Catalog

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AFRICA DIVISION

25X1 Histories held by AF as
controlling component

Distribution,
Other Copies*



DDS

* Other than DDP Vault copy.

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